

EXAMPLE OF AN ADMINISTRATIVE ORDER

ADMINISTRATIVE ORDER

2016-XXX

**Relating to Reorganization
XXX Cabinet
[Effective Date]**

WHEREAS, the “XXX” Cabinet has always promoted effective and efficient management of Cabinet operations and resources; and

WHEREAS, the “XXX” Cabinet seeks to better align program tasks and improve reporting lines and administrative authority for those tasks; and

WHEREAS, the “XXX” Cabinet seeks to strengthen oversight and supervisory support of administrative operations and services;

NOW, THEREFORE, I, _____, Secretary of the “XXX” Cabinet, by virtue of the authority vested in me by KRS _____. do hereby Order and Direct the following changes in organizational structure:

- I. The Department of _____ shall have the following changes in organizational structure:
 - A. The Division of _____ shall have the following changes in organizational structure:
 1. The _____ Branch is hereby altered and renamed the 123 Branch.
 2. The _____ Branch is hereby created and shall be headed by a manager who shall report to the Director of the Division of _____.
 - B. The Division of _____ shall have the following changes in organizational structure:
 1. The _____ Branch is hereby created and shall be headed by a manager who shall report to the Director of the Division of BBB.
 2. The _____ Branch is hereby abolished. All files, funds, functions, personnel, and equipment shall be transferred to the

_____ Branch within the Division of _____, within the Department of _____.

II. The _____ Branch within the Division of _____, within the Office of _____ is hereby altered and renamed the _____ Branch and shall have the following changes in organizational structure:

A. The _____ Section is hereby created and shall be headed by a supervisor who shall report to the manager of the _____ Branch, within the Division of _____, within the Office of _____.

B. The _____ Section is hereby altered and renamed the _____ Section.

C. The _____ Section is hereby abolished. All files, funds, functions, personnel, and equipment shall be transferred to the newly named AAA Section within the _____ Branch, within the Division of _____, within the Office of _____.

III. The “XXX” Cabinet, the Finance and Administration Cabinet, Office of the State Budget Director and the Personnel Cabinet shall take all steps necessary to effectuate this Order to the extent of any conflict.

This Order is effective _____ 16, 2016.

XXX, Secretary
XXX Cabinet